

**Water/Wastewater Commissioners’
Meeting Minutes
January 22, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:03 p.m.

Decisions:

Approval of Meeting Minutes – Commissioner Putnam made the motion to approve the minutes of the January 8, 2013 meeting as presented. Chairman Courage seconded the motion. All voted in favor.

Curtis Well Field Electrical and Instrumentation Modifications – Contract Requirements and Specifications: – Upon discussion of the contents reviewed and summarized by Superintendent Boucher, Chairman Courage signed the four document copies dated November 2012 as prepared by Wright-Pierce, which included the Agreement, Notice to Proceed, addendums, and project specifications.

Wastewater Treatment Operating Budget Warrant Article: – Upon discussion, Commissioner Putnam made the motion to accept Special Warrant Article 5 as presented, in accordance with RSA 32, entitled the Wastewater Treatment Operating Budget, in the amount of \$1,795,798.00. Chairman Courage seconded the motion. All voted in favor.

Water Department Operating Budget Warrant Article: – Upon discussion, Commissioner Putnam made the motion to accept Special Warrant Article 6 as presented, in accordance with RSA 32, entitled the Water Department Operating Budget, in the amount of \$1,362,552.00. Vice-Chairman White seconded the motion. All voted in favor.

Teamsters Union Collective Bargaining Agreement (2013 – 2015) Warrant Article: – Superintendent Boucher said this is a two year contract and it was explained to him that should this warrant article pass during the 2013 Town Meeting, up to \$7,336.00 must be appropriated to cover potential merit-based increases as a “me, too” clause between the Town and the Teamsters, and excludes merit-based appropriations for 2014 through 2015. Upon discussion, Commissioner Putnam made the motion to accept Special Warrant Article 15 as presented, in accordance with RSA 32, entitled the Teamsters Union Collective Bargaining Agreement (2013 – 2015), in the amount of \$24,750.00. Chairman Courage seconded the motion. All voted in favor.

Dump Truck Bids: – Superintendent Boucher explained that two bids had been received from Liberty International and Freightliner, opened December 18, 2012, and the apparent low bidder had been Freightliner, with bids having been as follows:

Liberty International: \$88,220.00, base bid + \$450.00 for the pneumatic tail gate actuator

Freightliner: \$84,836.00, base bid + \$450.00 for the pneumatic tail gate actuator

Superintendent Boucher said after comparing each specification detail identified to confirm the total cost to convert the truck body, so that the “apparent” low bidder is the same as the “actual” low bidder, so that the commissioners could make a decision, the approximately \$3,000.00 disparity resulted due to a lower model truck size minus the specified option of a hood hatch having been received from Freightliner. Chairman Courage noted the following statements had been included in the bidding documents “The Town reserves the right to consider substitution of equivalent items and under what conditions. The bidder must submit documentation for all substitutions and exceptions.” Discussion followed regarding the options and merits of rejecting both bids, awarding the bid to the lowest bid received, and/or requesting Liberty to rebid without the hood hatch. Commissioner Putnam made the motion to reject the bids received and opened on December 18, 2012 due to inconsistencies in the size of the truck bid and for Superintendent Boucher to invite both Liberty International and Freightliner to re-bid per a new Addendum, without the hood hatch, to be opened at the February 5, 2013 Board of Commissioners’ meeting. Chairman Courage seconded the motion. All voted in favor.

Non-Public Session, RSA 91-A:3,II(d) Land – Tabled until the next commissioners’ meeting.

Discussion/Information Items:

Septage Receiving Facility Project Update – Superintendent Boucher said the water line feed has been changed and the outside control panel had been relocated yesterday. Interior cosmetic finish work includes the insulation. The check valve still needs repairing. The Lakeside unit is expected to be delivered tomorrow with three days of repairs scheduled: February 7 through 9. Septage hauler activity is typically reduced during winter months and septage activity will still be accommodated. Mr. Boucher explained his expectations that the heavy equipment will be used to remove and replace the Lakeside unit. Commissioner Putnam commented that the grit screw and bearing seal maintenance, access, and removal should have been considered during the design and assembly phases. The SRF Project status prepared by Mr. Rene LaBranche, Stantec Consulting, dated January 22, 2013 was reviewed. Vice-Chairman White asked if the Town will be responsible for the final paving and he recommended that up to three paving quotes should be obtained. Mr. Boucher confirmed the Town is responsible for the paving and agreed to schedule quotations for the spring.

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher said all parts for the conduit phase of this project have been received however the installation by our staff has been delayed due to needed repairs on the backhoe; the contractor’s projected start date is March 15th, and sooner if the parts are received from Square D.

Switchgear Bid & Project Update – Superintendent Boucher said the bid opening is scheduled for the 29th at 2:00 p.m. and that representatives from five companies of the eight invited to submit bids have come to inspect the project site.

Water/Wastewater Commissioner Meeting Minutes
January 22, 2013

Activities Report – The Commissioners reviewed the Activities Report. Commissioner Putnam inquired about the recent oil spill at the Milford Post Office and whether the Water Utilities Department will send invoices to recoup labor and materials costs. Mr. Boucher said yes, for the estimated 150 gallons that entered the sewer system requiring overtime. Costs and materials provided will be tallied and billed through the Milford Fire Department and that the Collection System Foreman will inspect the Post Office basement floor drains. When the compost is tested, there could be additional costs due to residual effects of the spill detected. Commissioner Putnam asked if the Caterpillar generator repair expenses are covered by the warranty. Mr. Boucher said yes and that the generator is routinely exercised on Mondays. Water lines marked for projects were discussed.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said the IT connections will be finalized and the smoke detector will be lowered in the office being remodeled in order to obtain the certificate of occupancy. Commissioner Putnam and Vice-Chairman White will join Mr. Boucher at the Budget Committee meeting on Wednesday at 6:00 p.m. at Town Hall to address any budget questions posed by the Budget Committee, as proposed annual union/non-union merit wage increases may be brought up by the committee members. The presentation by Attorney Drescher during the 2011 Deliberative Session regarding the Water Utilities enterprise fund budget history was discussed. The commissioners reviewed the correspondence concerning the frozen pipe troubles at 31 Franklin Street and understand that this matter will be addressed at the May 14th commissioners' meeting, after the next billing cycle is complete when additional information is available for review and decision. Superintendent Boucher discussed the map he created showing the potential for a future 8" water line in the Wilton corridor where perhaps 12 water customers could be added, including Dunkin Donuts, Irving and Wilton customers. Chairman Courage said when the time is right, the return on the Town's investment must be investigated thoroughly and a warrant article should be made available for voters.

Future Appointments/Meetings:

Due to a scheduling conflict for Superintendent Boucher, he requested the next Water and Wastewater Commissioners' meeting will be held at 1:00 p.m. on Tuesday, February 5, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 7:20 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date